

CRIMINALIST

OPEN - STATEWIDE

CONTINUOUS FILING



State of California
**DEPARTMENT OF
JUSTICE**
P.O. Box 944255
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION TYPE This is an open continuous examination. Testing will be administered on a semi-annual basis as indicated below or as the needs of the department warrant:

~ October
~ April

WHO SHOULD APPLY Persons who meet the minimum qualifications as stated on this examination bulletin.

HOW TO APPLY **DO NOT SUBMIT STANDARD STATE APPLICATIONS (STD. 678)**

- To apply for this examination, **submit your name and address** on an Examination Request Form through the Attorney General's Website at:

<http://www.ag.ca.gov/careers/exams.htm>

- You may also **submit your name and address** to one of the addresses below which must be POSTMARKED (U.S. MAIL) or personally delivered no later than the cut-off date:

Mailing Address:

Department of Justice
Testing and Selection Unit/Crim
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit/Crim
1300 "I" Street, 7th Floor
Sacramento, CA 95814

Submission of this information places your name on a mailing list to receive examination materials after the cut-off date. Be sure to specify the exact title of the examination for which you are applying.

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, please call the Testing and Selection Unit, (916) 324-5039 when you receive the examination packet.

SUPPLEMENTAL APPLICATION This examination will consist of a supplemental application only.

SALARY

Range A	-	\$2674 - \$3132
Range B	-	\$3499 - \$4320
Range C	-	\$4215 - \$5208

CONTINUE TO THE NEXT PAGE

**CRIMINALIST
PAGE 2 OF 4**

**ELIGIBLE LIST
INFORMATION**

Competitors can be tested only once during a 12-month period. Competitors' name and address must be submitted within the testing period to be considered for that test administration. A candidate's eligibility will be established for 12 months. Eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Names of successful competitors are merged into the eligible list in order of final scores, regardless of the test date. The resulting eligible list will be used to fill vacancies at the Department of Justice.

Positions exist statewide with the Department of Justice.

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by the final filing date. Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

**MINIMUM
QUALIFICATIONS**

EDUCATION: Equivalent to graduation from college with a major in one of the physical or biological sciences, including the equivalent of eight semester hours of general chemistry and three semester hours of quantitative analysis. **Registration as a senior in a recognized institution will admit applicants to the examination but they must produce proof of graduation or its equivalent before they are eligible for appointment.** Candidates who have graduated from college with a major in one of the physical or biological sciences, including the eight semester hours of general chemistry, but do not possess the three semester hours of quantitative analysis will be admitted to the examination, **but they must produce proof of completion of the three semester hours of quantitative analysis before they are eligible for appointment.**

**DEFINITION OF TERMS
IN MINIMUM
QUALIFICATIONS**

PHYSICAL OR BIOLOGICAL SCIENCES

APPROVED: Chemistry (any type), biochemistry, biology, physics, geology, mineralogy, petrology, chemical engineering, forensic science, pharmacology, microbiology, molecular biology, biological sciences, immunology, entomology and criminalistics.

NOT APPROVED: Astronomy, meteorology, agriculture, business science, engineering, health sciences and agricultural sciences.

THE POSITION

The Criminalist is the entry, training and subjourney level for the series. Criminalists will perform routine and less complex technical laboratory analyses and assist higher level Criminalists in the examination of crime scenes and in the scientific investigation of crimes.

**SPECIAL PERSONAL
CHARACTERISTICS**

Tact, patience, and keenness of observation.

**DRUG TESTING
REQUIREMENT**

Applicants for positions in this class series will be required to pass a drug screening test.

**EXAMINATION
INFORMATION**

This examination will consist of a Supplemental Application. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

CONTINUE TO THE NEXT PAGE

EXAMINATION
SCOPE

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be measured competitively, relative to job demands on each competitor's:

Knowledge of:

1. Scientific methods and techniques used in examining crime scenes.
2. Tests for the identity and comparison of blood and physiological fluids.
3. Tests for explosives and flammable materials.
4. Toxicological analyses.
5. Tests of hair and fibers, glass, soil, paint, and similar materials and equipment necessary to conduct these tests.
6. Modern methods and techniques in investigations of major crimes.
7. Current trends in toxicology, general chemistry and microchemistry.
8. Modern types of small arms and the techniques of conducting all types of firearms, bullet and tool mark comparisons.
9. Methods used in the examination of documents in criminal cases.
10. Photographic and photomicrographic principles and practices as applied to Criminalists.
11. Chromatographic techniques.

Ability to:

1. Make extensive use of scientific methods and techniques at the scene of a crime.
2. Make effective use of microscopes, spectrograph, infrared and ultra-violet spectrophotometer, and gas chromatograph.
3. Use micro methods for determining physical constants such as refractive index and density.
4. Recognize the need for and develop and evaluate new test methods and procedures.
5. Analyze situations accurately and take effective action.
6. Conduct applied research to develop and validate state-of-the art evidence examination techniques.
7. Testify effectively in court.
8. Instruct law enforcement and forensic personnel in criminalistics.
9. Prepare course outlines and lesson plans which will satisfy the requirements set forth by the Commission on Peace Officers' Standards and Training (POST).

BACKGROUND
INVESTIGATION
INFORMATION

Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs. Department of Justice regulations require, as a minimum, preemployment investigations consisting of fingerprinting, inquiry to local, State, and national files to disclose criminal records, verification of minimum qualifications (i.e., college transcripts), financial status, previous employment background, and personal interviews to determine applicant's suitability for employment.

The information you furnish will be used to help determine your suitability for employment with the Department of Justice.

VETERANS
PREFERENCE CREDITS

Veterans Preference Credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS PREFERENCE CREDITS.**

CAREER CREDITS

Career Credits will not be granted in this examination.

CONTINUE TO THE NEXT PAGE

GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted in an Open Examination it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. When credit is granted in an Open Nonpromotional Examination it is as follows: 10 points for disabled veterans and 5 points for other veterans. Directions for applying for veterans preference and definitions for Veteran Disabled Veteran are available on the Application for Veterans Preference form which is available from the State Personnel Board office or written test proctors.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

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